

# Nonprofit Agency Checklist

The following directions are for non-profit entities only.

1. Click on the dropdown menu of Question 1 to select the appropriate response.

- If the documents requested on this page were submitted to PCCD within the last year, provide the grant number containing those documents in field 1.1
- If the documents requested on this page have not been submitted to PCCD within the last year, click the Add Attachment button to upload each document.
- If the requested documents are being mailed to the PCCD address provided, state so in field 1.1

2. Once done, change the Completion Status from In Process to Complete.

3. Click the Save button.

**NON-PROFIT AGENCY CHECKLIST**

Section Point Value: 0  
Completion Status: In Process

Created By:  
Last Update By:

Created Date: 9/9/2019 7:04:39 AM  
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**Non-Profit Agency Checklist:**

The following items must be attached in Egrants (preferred) or mailed to PCCD in conjunction with the submission of an application for direct funding of non-profit agencies (refer to the Applicant's Manual page 11). This information does not have to be submitted to PCCD for governmental applicants proposing to pass through some or all of the funds to a non-profit agency.

- \*A copy of the most recent audited financial report, which must not be more than one year old; or a letter stating that the most recent report is on file with PCCD;
- \* A copy of the most recently submitted Form 990, Return of Organization Exempt from Income Tax (This requirement is applicable only if the applicant organization has not received funding from PCCD in the last five years);
- \*A list of the members of the Board of Directors, stating each member's board position, profession or employment, community activity and other pertinent information;
- \*A copy of the articles of incorporation;
- \*A copy of the by-laws of the organization, clearly defining the line of authority and responsibility moving between the Board and staff, outlining the hiring practices of the organization, and demonstrating the management and controls maintained by the Board, or for continuation subgrants a letter from the Board Secretary certifying that the by-laws previously submitted are still in effect
- \*Internal Revenue Service determination of the tax-exempt status of the organization;
- \*A copy of the minutes of the three Board meetings immediately preceding the date of the submission of the subgrant application;
- \*Evidence that the Project Director, Financial Officer and Board Officers and any employee that is responsible for the receipt and expenditure of funds are included in an employee dishonesty insurance policy for 30% of the funds requested or 10% of the organization's budget, whichever is greater; and
- \*A written statement that a checking account for subgrant funds will be arranged so that at least two signatures are required for issuance of checks, and a list of those individuals who have such authority.

1. Has the above information been submitted to PCCD within the last year? (Governmental applicants should respond "Not Applicable.")

1.1. If the above information has been submitted to PCCD within the last year, please indicate the **grant number** that the information is on file with. Otherwise, attach all required information to this Egrants section. If you need to mail some or all of the information, indicate the date that the information was or will be mailed to PCCD.

Attachment Name	Description	Date	History
No records to display.			

File Attachment Documents

No records to display.

View History Add Attachment Save Save And Continue Editing Return to Project Summary